

CITY OF CONCORD, NH SITE PLAN REGULATIONS

SECTION 10 DESIGN REVIEW PHASE

- 10.01 *Extent of Consideration:*** A Design Review Phase discussion with the Planning Board may be sought pursuant to RSA 676:4 II(b) for the purpose of discussing the design and layout of the site and buildings for a major site plan. The applicant may discuss with the Planning Board the site plan review procedures and application requirements; the general layout of buildings, parking, landscaping and buffers; access from and improvements to nearby streets, including the reservation of land; site drainage, utilities, and fire protection; the appearance of buildings and structures, and similar matters; as well as the availability of existing services.
- 10.02 *Process:*** The prospective applicant may seek the advice of the Planning Board only at a regularly scheduled meeting. Public notice is required, and abutters are noticed by certified mail, for all meetings where the Planning Board considers major site plans during the Design Review Phase. A public hearing shall not be held for the Design Review Phase ~~and but comments may testimony shall not~~ be received from abutters or other parties of interest. ~~Only the applicant and his/her agents may address the Board during the Design Review Phase.~~
- 10.03 *Fees:*** Fees shall be required as adopted from time to time by the Planning Board as set forth in Appendix A. Fees, herein.
- 10.04 *Schedule:*** Submissions shall conform to the deadlines established for major site plans. The developer may seek the advice of the Planning Board only at a regularly scheduled meeting of the Board.
- 10.05 *Design Review Phase Application Requirements:*** The applicant shall file with the Planning Board, in accordance with the established application deadlines, a request for consideration of a Design Review Plan for a proposed major site plan. Application forms are available from the Planning Division and on the City of Concord web site. The following items, when submitted in an appropriate manner and executed, shall comprise a completed application:
- (1) A completed application form endorsed by the owner, or submitted by his/her agent where written authorization has been provided by the owner;

- (2) An application fee as set forth in Appendix A. Fees, which is due and payable upon submission;
- (3) An abutters list including a list of names and addresses of all abutters as indicated in the records of the City Tax Assessor not more than five (5) days before the filing of the application as specified in Section 11.03;
- (4) Five (5) copies of the plan drawings meeting the requirements as set forth in Section 14.02, Design Review Phase Requirements; and
- (5) An 8 ½ " by 11" reduction of the plan drawings.

10.06 Determination of Completeness: A completed application will contain the required information listed in Section 14.02, Design Review Phase Requirements, will be legible and competently prepared. If it is determined that the application is complete, the Board shall accept the application for consideration, which may take place at the same meeting as the determination of completeness. An application which is determined to be incomplete may be revised and resubmitted to a subsequent meeting of the Board for another determination of completeness. In making a determination of completeness, the Board shall consider the written recommendation of the City Planning Division, as well as any written communications from the applicant, abutters, and parties of interest; however, no hearing shall be opened nor shall testimony be received on a determination of completeness. The next available published deadline date shall constitute the official submittal date of the site plan from which the statutory period for determination of completeness shall be calculated as set forth in NH RSA 676:4. Applications received prior to the deadline date shall be considered for completeness at the next scheduled regular meeting of the Planning Board after the deadline date. Continued Planning Board meetings and special meetings are not considered regular meetings of the Planning Board where an application can be determined complete.

10.07 Design Review Phase Consideration:

- (1) *Site Visit:* A site visit may be scheduled by the Planning Board to inspect the site of the proposed major site plan, accompanied by the applicant or his/her representative. Temporary staking showing the location of buildings, parking and other significant site improvements will be required in time for such field trip or, if impractical, the Planning Board shall permit a suitable alternative procedure.
- (2) *Board Action on the Design Review Phase:* Pursuant to 676:4 II(b), statements, comments, suggestions and recommendations made by the

Planning Board are non-binding statements. Representations, comments, suggestions and alternatives made by the applicant or the applicant's agents are equally non-binding. After reviewing and discussing the design review plan, Planning Division report and other reports as submitted by invited agencies and officials, comments from abutters and other interested parties, the Planning Board may advise the applicant of the specific changes or additions, if any, in the layout and design of the site, infrastructure improvements which may be required to serve the site, and the extent and character of any off site improvements which may be necessary to serve the site.

- (3) *End of Design Review Phase:* The Design Review Phase shall be complete at the end of the public meeting, unless the Planning Board elects to table consideration of the Design Review Phase to allow the applicant to submit additional information and for additional staff review and comment. If, within 65 days of the tabling by the Board, the applicant has not submitted the requested information for further consideration by the Board, the Design Review Phase shall automatically be terminated. The one (1) year vesting period, established pursuant to RSA 676:12 VI, shall commence at the close of the public hearing. Notice of the Planning Board decision shall be provided to the applicant pursuant to RSA 676:4.